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Job Description

Employer – Bell Group

Vacancy – Administrator

Working pattern and contracted hours – Monday – Thursday 8am – 4.30pm

Number of vacancies - 1

Job Summary

Bell Group is one of the largest Property Services contractors in the UK, family owned and operated since 1988, with an office base in North Tyneside.

We are looking for an administrator to come and support our Branch Manager with a variety of office based, administrative duties that keep our company ticking.

Duties will include:

- Ensuring files are organised and relevant information is recorded correctly.
- Processing purchase orders on the internal ICT system
- Attending meetings and taking notes
- Maintaining accurate records
- Organising tool-box talk sessions
- Organising and booking training
- Responding to incoming calls and emails

Duties will be varied, but you will gain a broad knowledge and skill set of administrative duties in an office environment.

Essential skills, experience and qualifications

We're not looking for experience, we'll provide that 'on the job', but we do want to hear from candidates who have a willingness to learn and take part in all required training.

We are looking for some who:

- Has a positive attitude and ability to take initiative.
- Ability to work effectively and supportively as a member of the staff team.
- Reliable, trustworthy and punctual
- Excellent level of ICT Skills as this role is using a multitude of different ICT packages and software
- Good communication skills, and confident to speak with people via email, over the phone and in person
- Good organisational skills and able to prioritise workload
- You need to be able to work independently and as part of a team and work in a professional manner at all times.